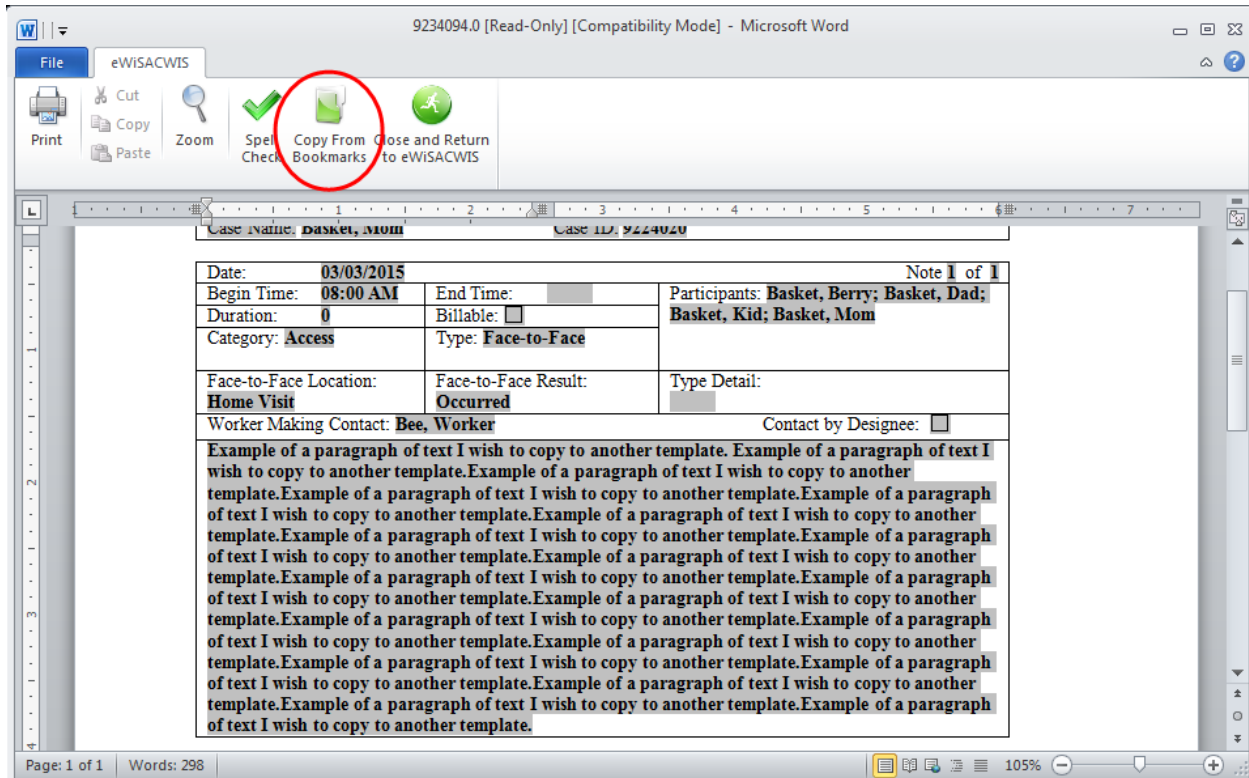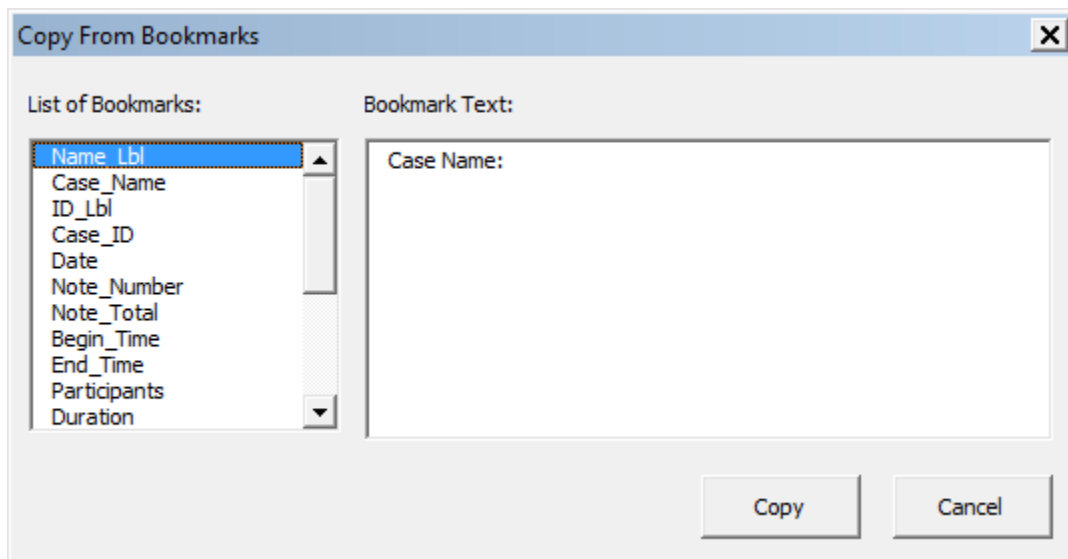# Copy from Bookmarks

The following guide describes how to cut and paste text from a previously approved and frozen template, to another piece of work or template in eWiSACWIS. This function is known as 'Copy from Bookmarks'.
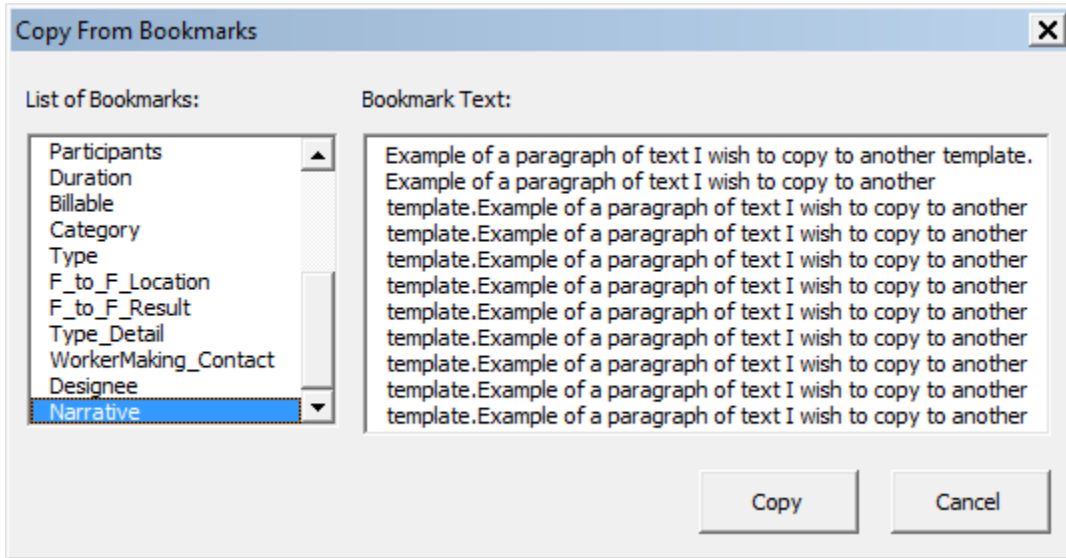
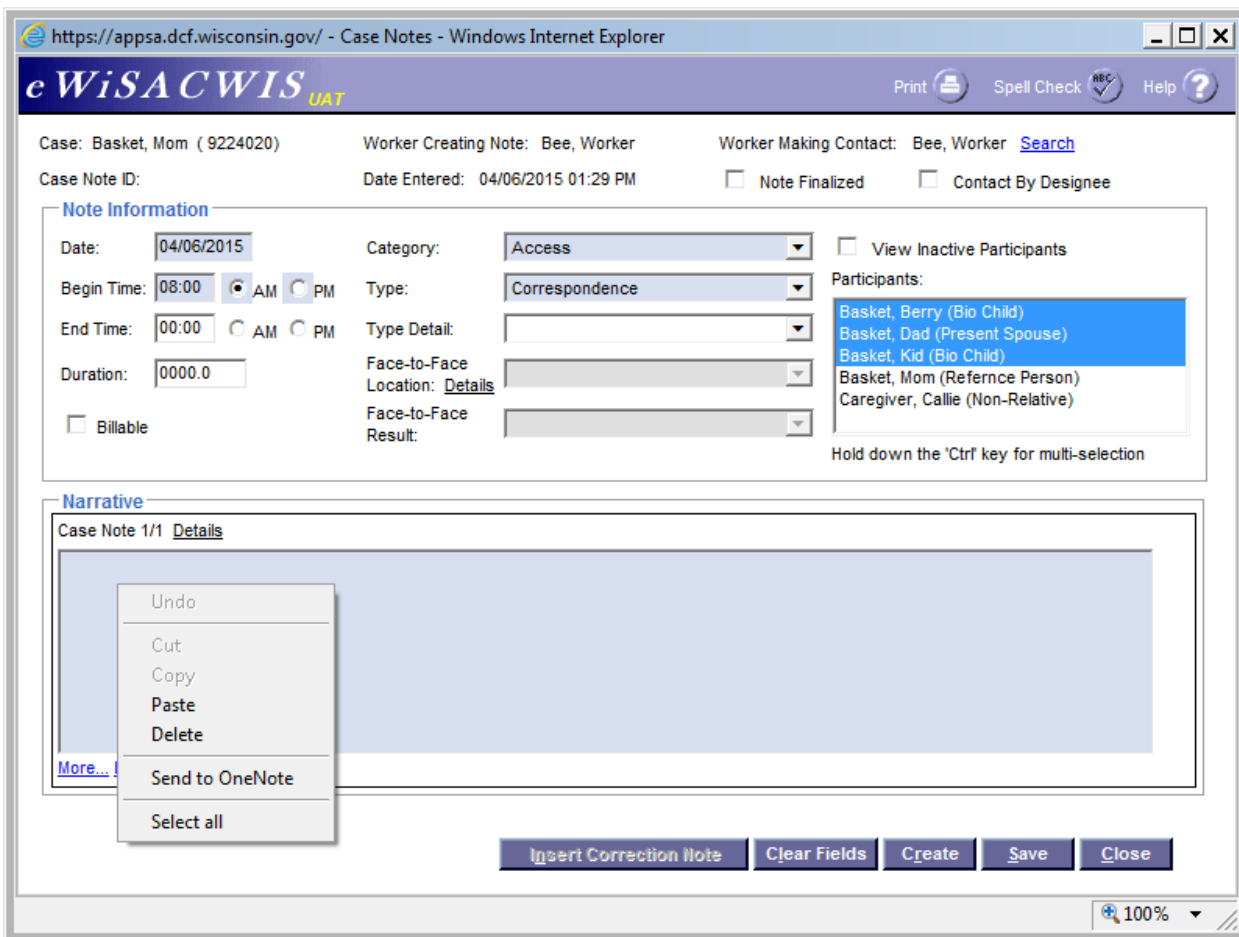1. First, open the template to copy text from. On the template page, click Copy from Bookmarks.

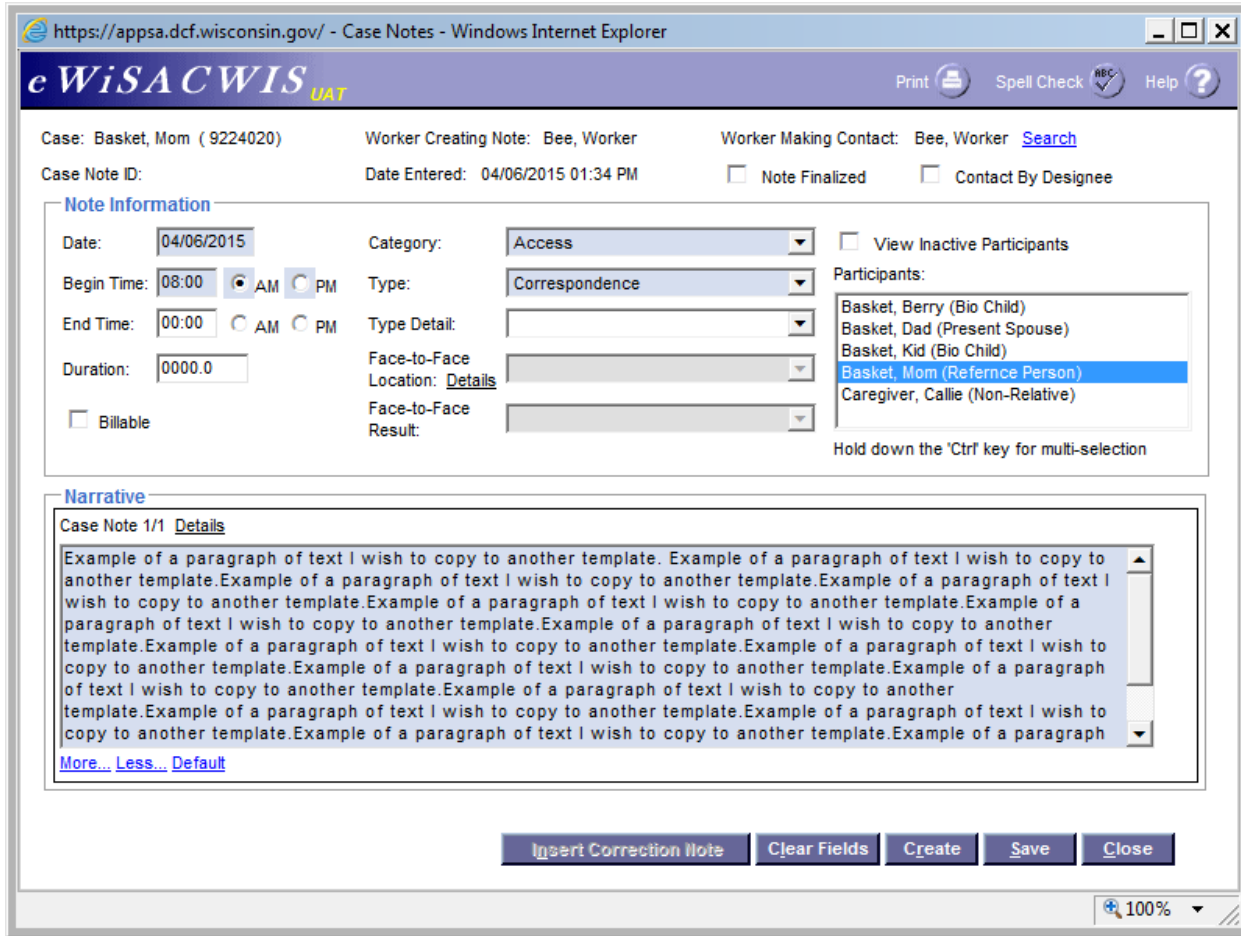2. A pop-up page will appear, listing all the bookmarks available to copy.

3. Highlight the bookmark name to see the Bookmark Text that has been entered for that field. Once the desired narrative is found, highlight the name and then click Copy. Close the box to return to the template.

4. On the template, click Close and Return to eWiSACWIS.

5. Next, open the piece of work or template you wish to copy information to. Click on the field and right click the mouse and select 'Paste' (or Ctrl+V on the keyboard) to paste the text.

The copied text will be pasted into the field.

Copy Text from a PDF document

To copy from a pdf file, highlight and copy the desired text.